

**Virginia Indigent Defense Commission  
Arlington Public Defender Office  
Office Manager  
Starting Salary: \$39,957**

**Duties:**

The Arlington Office of the Public Defender is seeking an Office Manager who will provide direct support to the Public Defender as well as be the point of contact and coordinate the daily activities of the Arlington Public Defender Office. This position will communicate and interact with the public, office colleagues and judicial personnel.

**Qualifications:**

Comprehensive working knowledge of office practices and procedures is needed along with knowledge of business English. Experience in creating and editing letters, memos and correspondence is required along with prior experience in the use of Microsoft Office applications to include Word and Excel. The qualified incumbent will have prior experience managing an office, supervising multiple subordinate staff members and in providing direct administrative support. Additional qualifications for the position include the ability to remain organized, plan and prioritize assignments and communicate effectively both orally and in writing. The ability to work independently and dependently in a fast paced team driven environment is also important. Prior experience working in a criminal justice and/or legal environment is preferred along with experience providing direct executive level support.

**How to Apply:**

Applicants should submit a complete state application, resume, cover letter and references via one of the following methods, online to Virginia State Job's website, [job.virginia.gov](http://job.virginia.gov) and search under Virginia Indigent Defense Commission, or use the following quick link below.

*[jobs.agencies.virginia.gov/applicants/Central?quickFind=103133](http://jobs.agencies.virginia.gov/applicants/Central?quickFind=103133)*

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